

DECONTAMINATION AND DECOMMISSIONING OPERATIONS***BATTELLE COLUMBUS LABORATORIES
DECOMMISSIONING PROJECT (BCLDP)
EMERGENCY MANAGEMENT PLAN***

**BATTELLE
505 King Avenue
Columbus, Ohio 43201**

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PLAN APPROVAL PAGE

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BCLDP EMERGENCY MANAGEMENT PLAN

1.0 SCOPE AND APPLICABILITY

- 1.1 This document, the *Battelle Columbus Laboratories Decommissioning Project (BCLDP) Emergency Management Plan*, DD-93-07, is a comprehensive plan that describes the project's emergency management program and the mechanism by which emergency resources are managed and mitigation strategies are implemented. It applies to facilities located at 505 King Avenue in Columbus, Ohio, and West Jefferson facilities located on State Route 142 near West Jefferson, Ohio, 17 miles west of Columbus. The BCLDP emergency management program is managed and implemented in accordance with an emergency plan administrative procedure (EP-AP) and a series of emergency plan implementing procedures (EP-IPs). This plan describes the administrative responsibilities required to maintain and implement this plan; the physical actions to be utilized by emergency responders to assess and mitigate incidents that may pose hazards to life, health, or property; and the means by which the BCLDP Emergency Management Group (EMG) facilitates notification of local, state, and federal government agencies in compliance with applicable regulations.
- 1.2 This *Emergency Management Plan* is generated to reflect changes in the nature and potential hazards associated with current and projected activities at Battelle in accordance with terms and conditions of Battelle's Nuclear Regulatory Commission (NRC) operating license. It is compatible with and complementary to the *Battelle Emergency Operations Plan*, EP-PP-01.
- 1.3 This *Emergency Management Plan* uses, as developmental resources, the U.S. NRC Regulatory Guide 3.67, *Standard Format and Content for Emergency Plans for Fuel Cycle and Materials Facilities*; and NUREG 0654, FEMA-REP-1, Revision 1, *Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants*.

2.0 PURPOSE

- 2.1 The purpose of the *BCLDP Emergency Management Plan* is to safeguard personnel, the general public, and the environment by delineating an organization for coping with emergencies and defining and assigning organizational and individual responsibilities and authorities.
- 2.2 EP-IPs are designed to comply with applicable Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), NRC, and Department of Transportation (DOT) regulatory guidelines pertaining to the specific type of occurrence.

3.0 PRECAUTION

In the absence of confirmed data, members of the BCLDP EMG will make conservative judgments with regard to consequence assessment of facility conditions, personnel exposures, and environmental impact.

4.0 EMERGENCY MANAGEMENT GROUP (EMG), SUPPORT STAFF, AND EMERGENCY RESPONDERS

4.1 Overall Organization

4.1.1 BCLDP EMG and Emergency Command Center (ECC).

4.1.1.1 The EMG is a group of trained personnel who manage and conduct emergency operations by providing oversight, direction, and information to emergency responders without adversely interfering with activities occurring at the scene. Upon declaration of an emergency, the normal reporting chain, operating protocol, and authorities within the BCLDP are suspended and superseded by those of the EMG for facility areas and operations impacted by the emergency.

4.1.1.2 The ECC serves as an onsite logistical and manpower support center for BCLDP West Jefferson North Site jurisdiction areas.

4.1.1.3 The ECC is the focal point for protective action planning and coordination and control of emergency resources.

4.1.1.4 The ECC is a dedicated facility for the BCLDP EMG and support staff during emergencies; it is located in Building JN-6, in the upper-level room. Supplies are maintained in Building JN-1 Control Point.

4.1.2 The BCLDP emergency response program consists of two distinct coordinated teams: (1) the ECC team and (2) the emergency response team. Each team has its own response function and focus, and each team complements the other. The ECC team functions primarily within the West Jefferson North ECC, while emergency responders function primarily at the incident scene.

4.1.3 The ECC team is responsible for assessing the overall response effectiveness and redirecting resources if necessary. The ECC team performs response functions, such as procuring supplemental resources and interfacing with public sector organizations. The ECC staff provides oversight and direction to emergency responders.

- 4.1.4 The ECC team is designed to direct emergency operations by managing emergency resources and formulating recovery strategies for minimal business disruption. Normal operations being performed in tandem with emergency operations shall not interfere or be inconsistent with the goals of the emergency response effort. If conflict arises between normal operations and emergency operations, decisions and actions by the ECC Manager will take precedence.
- 4.1.5 The emergency responders are responsible for performing initial emergency operations necessary to attempt to control the situation and mitigate consequences. Using the buddy system, they respond to the scene, quickly assess the situation, perform immediate corrective actions within their capability, and implement protective measures. The On-Scene Incident Coordinator, in consultation with the Radiological Emergency Response Supervisor or the HAZMAT Response Supervisor, has the authority to mobilize and assist in the deployment of emergency responders in a quick and decisive manner.
- 4.1.6 Health Physics and HAZMAT personnel who are designated emergency responders are responsible for initially implementing this Emergency Management Plan and for initiating immediate response and protective measures in an emergency. Emergency responders take direction from the On-Scene Incident Coordinator, who is advised by the Radiological Emergency Response Supervisor or the HAZMAT Response Supervisor at the incident scene.

4.2 Lines of Authority

- 4.2.1 During an emergency in BCLDP facilities/areas, the ECC Manager is responsible for determining the level of routine BCLDP operations to be continued during the emergency.
- 4.2.2 The responsibility for directing the emergency response capability is vested in the BCLDP ECC Manager.
- 4.2.3 Within BCLDP, the ECC team consists of the following six positions of authority or their alternates:
 - (1) ECC Manager
 - (2) Technical Support Coordinator
 - (3) Radiological Field Operations Manager
 - (4) HAZMAT Response Supervisor
 - (5) On-Scene Incident Commander
 - (5) Emergency Management Manager.

The person initially responsible for overall emergency response is the person in the position of the highest-ranking authority. As with the public sector incident command system, response builds from the bottom and progresses upward. Therefore, the coordinator has the initial responsibility until other authorities, listed in rank file, agree to assume responsibility.

4.3 Relationship with Public Sector Authorities

4.3.1 In response to any emergency, the fire department has the authority to order evacuation; blockade routes; enter buildings or other property; and, when preventing spread of fire, remove or destroy property. Fire department authorities are established by state code. Since BCLDP does not have a fire brigade, it relies on public sector fire departments to perform fire-fighting functions.

4.3.2 Arriving public sector resources will be integrated into the response effort underway. The Battelle On-Scene Incident Coordinator will transmit distinct, well-defined protective actions to the Public Sector Incident Commander or to the person designated by the Incident Commander.

4.4 BCLDP Emergency Command Center Team (ECC) Overview

The ECC team is led by the ECC Manager, who monitors emergency response resources and is responsible for a coordinated, effective response.

- The ***ECC Manager or alternate*** overviews the entire emergency response effort and is responsible for directing and tracking emergency operations and identifying weaknesses in overall response, including the status of events and actions at the scene.
- The ***Technical Support Coordinator or alternate*** is responsible for managing environment, health, and safety technical resources and for keeping the ECC and support staff informed of the emergency's technical aspects.
- The ***Radiological Field Operations Manager or alternate*** is responsible for providing radiological information and advice, recommending protective actions, briefing and advising the Technical Support Coordinator, and reviewing and making recommendations on remedial action strategies.
- The ***HAZMAT Response Supervisor or alternate*** is responsible for providing chemical hazards information and advice, recommending protective actions, briefing and advising the Technical Support Coordinator, and reviewing and making recommendations on remedial action strategies.

- The ***On-Scene Incident Coordinator or alternate*** acts as the field contact for the ECC Manager and the primary contact for public sector emergency response organizations.
- The ***Battelle Emergency Manager or alternate*** functions as a technical advisor and provides an interface for public sector responders and the ECC Manager for on-scene incident coordination.

4.5 Battelle Emergency Responder Teams

Emergency responders are subdivided into two specialty groups: (a) Radiological Responders and (b) HAZMAT Responders. Members of each group are trained, at a minimum, to the First Responder Operations level. Upon notification of an occurrence, the Radiological Emergency Response Supervisor or HAZMAT Response Supervisor will respond to the scene, assess the situation, mobilize other emergency responders as dictated by the situation, and notify the ECC staff of his or her actions.

4.6 ECC Team Personnel Responsibilities and Functions

4.6.1 BCLDP ECC Manager

4.6.1.1 The ECC Manager has overall responsibility for directing the BCLDP Emergency Management Group and effort. The ECC Manager will decide Battelle issues arising within the BCLDP emergency response organization or between either interdepartmental or public sector emergency response organizations after consulting with relevant staff experts. For BCLDP emergency operations, the ECC Manager's decision is final. The ECC Manager will stay informed of all aspects of the response and redirect only as necessary, relying on the skills and knowledge of the ECC team and support personnel to effectively manage the emergency. Supported by the Technical Support Coordinator, the ECC Manager will establish and maintain appropriate communications with regulatory agencies. The ECC Manager shall

- Provide status reports to the Battelle Emergency Director when the Battelle Emergency Operations Center (EOC) is activated
- Review news statements for technical accuracy

- Request that specific Battelle staff contact the NRC, Department of Energy (DOE), or other regulatory agencies or customers as appropriate
- Direct reentry and recovery effort.

4.6.1.2 The ECC Manager will track the status and completion of key emergency operations tasks, including the following:

- Assessment of events, conditions, and consequences
- Development and execution of a corrective action plan to mitigate consequences
- Alerting and notification of workers
- Briefing of public sector authorities
- Determination and implementation of protective actions for onsite staff and recommendations for off-site, if necessary
- Accounting for workers
- Protection of emergency response personnel
- Development and execution of a recovery plan.

4.6.2 BCLDP Technical Support Coordinator

4.6.2.1 The Technical Support Coordinator shall be responsible for approving any personnel exposure in excess of regulatory limits and for keeping the ECC team informed of the emergency's technical aspects. The Technical Support Coordinator shall

- Coordinate reporting requirements for all public sector regulatory agencies
- Review remedial action strategies
- Track remedial operations
- Provide technical advice and information
- Obtain technical resources as needed
- Brief and advise the ECC team support staff on technical matters
- Provide technical advice and cautions for emergency operations

- Perform special analyses and calculations
- Provide technical support for public information activities.

4.6.2.2 The Technical Support Coordinator is responsible for assessing the health consequences of a radioactive materials event, recommending protective actions for workers and the public, and implementing exposure control measures for emergency personnel.

4.6.3 Radiological Field Operations Manager

The Radiological Field Operations Manager provides technical information, recommends protective actions, and reviews and makes recommendations on remedial action strategies.

4.6.4 Radiological Emergency Response Supervisor

Under the direction of the Radiological Field Operations Manager, the Radiological Emergency Response Supervisor shall

- Identify radioactive materials involved and prescribe precautions
- Direct air-monitoring activities
- Direct screening and decontamination activities for contaminated or exposed personnel
- Limit emergency personnel exposure to as low as reasonably achievable (ALARA) levels where feasible
- Assess post-accident air quality
- Make recovery and reentry recommendations based on health risks.

4.6.5 HAZMAT Response Supervisor

4.6.5.1 The HAZMAT Response Supervisor is responsible for assessing the health consequences of non-radiological events, recommending protective actions for workers and the public, and implementing exposure control measures for emergency personnel.

4.6.5.2 The HAZMAT Response Supervisor will

- Identify non-radiological hazardous materials involved
- Recommend precautions

- Direct air-monitoring activities
- Direct screening and decontamination activities for contaminated or exposed personnel
- Limit emergency personnel exposure to ALARA levels where feasible
- Assess post-accident air quality
- Make recovery and reentry recommendations based on health risks.

4.6.6 On-Scene Incident Coordinator

4.6.6.1 The On-Scene Incident Coordinator shall be familiar with all routine operations being conducted in BCLDP facilities/areas of the West Jefferson North site. In the event of an emergency, the On-Scene Incident Coordinator will receive direction from and report to the ECC Manager. Battelle Emergency Responders will interact and exchange information directly with the On-Scene Incident Coordinator.

4.6.6.2 The On-Scene Incident Coordinator will

- Act as the interface for public sector responders, providing coordination between Battelle and public sector response actions
- Gather information from personnel involved in the emergency, keep all information current, and report such information to the ECC Manager
- Brief the ECC Manager on the extent of the emergency and the status and actions being taken for recovery.

4.6.7 Independent Oversight Manager

The Independent Oversight Manager is available to provide assistance as requested.

4.6.8 Battelle Emergency Manager

The Battelle Emergency Manager is responsible for maintaining the BCLDP emergency response capability. During an emergency, the Battelle Emergency Manager functions as a technical advisor and provides an interface for public sector responders and the ECC Manager for on-scene incident coordination.

4.6.9 Security Coordinator

4.6.9.1 The Security coordinator is responsible for directing security activities performed at the emergency scene, supporting the scene with security resources and services, coordinating onsite security activities with public sector law enforcement activities.

4.6.9.2 The Security Coordinator will ensure that Security Control Center personnel facilitate site access and egress of personnel and equipment for emergency response purposes.

4.6.10 Public Communications and Information Manager

4.6.10.1 The BCLDP relies on personnel in Corporate Communications to act as the Public Information Officer (PIO). The PIO will

- Assemble accurate information about events and conditions
- Prepare information for dissemination to workers and the public
- Respond to news media inquiries
- Correct misinformation.

4.6.10.2 To help ensure accuracy, the PIO should obtain review and approval from the BCLDP ECC Manager before relaying any technical information or data to anyone.

4.6.11 BCLDP Institutional Relations Manager

The BCLDP Institutional Relations Manager will

- Act as liaison to the BCLDP ECC Manager for facilitating review and approval of releases and announcements
- Assist with media, staff, or community communications interactions, as necessary.

4.6.12 Environmental Support Coordinator

The Environmental Support Coordinator is responsible for assessing the environmental consequences of a hazardous or radioactive materials event, assisting in recommending contamination control and cleanup measures, and assuring compliance with EPA regulations and reporting requirements.

4.6.13 Health and Safety Nurse

4.6.13.1 The Health and Safety Nurse is responsible for providing medical assistance to injured workers and emergency personnel.

4.6.13.2 The Health and Safety Nurse will

- Assess the medical consequences of an event
- Establish a triage and treatment area if applicable
- Coordinate first aid activities with emergency medical treatment efforts
- Administer first aid
- Determine the need for further medical assistance
- Interface with emergency responders in handling contaminated, injured individuals
- Assist in screening individuals for toxic chemical exposure.

4.6.14 Administrative and Logistical Coordinator

4.6.14.1 The Administrative and Logistical Coordinator is responsible for providing administrative services and supplies in support of BCLDP emergency operations.

4.6.14.2 The Administrative and Logistical Coordinator will

- Ensure sufficient supplies and equipment are available
- Maintain status boards
- Generate an official record of emergency events and response actions
- Provide message-processing and phone-answering assistance
- Maintain a reserve pool of administrative personnel for miscellaneous assignments.

4.6.15 Health Physics Technicians

Health Physics technicians are responsible for assisting emergency responders with the implementation of emergency tasks. Selected

technicians will perform air monitoring, define the plume path and radioactive concentrations, provide data for in-depth radiological health risk assessment, screen and decontaminate contaminated or exposed individuals, and collect samples and arrange for analyses as directed.

4.6.16 Operational Support Coordinator (OSC)

The OSC is responsible for knowing assigned locations of BCLDP workers and for providing accountability to the extent possible.

5.0 ACTIVATION OF THE BCLDP EMERGENCY MANAGEMENT GROUP

5.1 Emergency Telephone Numbers

- 5.1.1 For any incident at King Avenue that requires emergency response by Health Physics, HAZMAT, or General Safety personnel, call the King Avenue Security Control Center Operator at

424-4444 (4-4444, if dialing from a Battelle internal phone).

For any incident at West Jefferson, call West Jefferson Security at

424-5435 (4-5435, if dialing from a Battelle internal phone).

- 5.1.2 Clearly relaying the following information speeds response:

- Caller's name
- Location of the event
- Brief, concise description of the event and casualties.

- 5.1.3 The Security Control Center Operator will then activate the appropriate emergency response by contacting the Radiological Emergency Responder or HAZMAT Responder who is listed on the BCLDP Radiological Emergency Responder Duty Roster (DDO-098) or on the BCLDP HAZMAT Responder Duty Roster (DDO-097).

- 5.1.3.1 Upon notification of a potential incident/emergency, an emergency responder is dispatched to the scene, with communications equipment, to investigate conditions.

- 5.1.3.2 The emergency responder at the scene is then responsible for requesting activation of additional emergency responders, if necessary.

- 5.1.4 At the West Jefferson North site, additional call-out requirements are noted on the BCLDP Emergency Responder Call List (DDO-096).

5.2 Activation of Emergency Responders

- 5.2.1 During all hours, the BCLDP Emergency Responder Duty Roster generated by the Battelle Emergency Manager is used for initial notification of an incident/emergency. The Security Control Center Operator will activate the call-out duty roster by telephoning work phone numbers, home phone numbers, cellular phone numbers, or pager numbers as applicable.
- 5.2.2 The Security Control Center Operator also has the option of activating the entire BCLDP Emergency Management Group by using the group call function in accordance with EP-IP-011, *Emergency Communications and Emergency Alarm Systems*.

5.3 Requests for Public Sector Emergency Assistance

- 5.3.1 All requests for public sector emergency assistance will be made through the Security Control Center.
- 5.3.2 The Security Control Center Operator is responsible for transmitting requests for public sector emergency response assistance by telephone or radio.
- 5.3.3 The primary entry location for the West Jefferson North site is the JN-6 Guardhouse. During an emergency, the alternate entry location is the West Jefferson South site entrance.

5.4 Arrival of Public Sector Emergency Personnel

Upon arrival of public sector emergency response personnel, BCLDP emergency responders will provide

- Briefings on any hazards known to be involved
- Personal protective equipment and dosimetry, as required
- Direction on any special precautions to be taken
- Escort service so that all entries into BCLDP controlled areas is accomplished with Health Physics personnel in attendance.

5.5 Departure of Public Sector Emergency Personnel

Upon departure of public sector emergency response personnel, BCLDP emergency responders will

- Ensure that public sector emergency responders follow normal Radiological Control Area (RCA) egress
- Collect dosimetry and completed DDO-332 forms for all emergency responders
- Perform radiation/contamination surveys on all equipment exiting the RCA in compliance with HP-OP-011, *Release of Materials from Controlled Areas*.

5.6 Personnel to be Notified Any Time Public Sector Emergency Services are Requested

Any time that public sector emergency services are requested to respond to a radiological or non-radiological condition, the Battelle Major Emergency Call List will be activated by the Security Control Center Operator.

5.7 Notification of BCLDP Personnel Other Than Emergency Responders: West Jefferson North

5.7.1 In addition to notifying emergency responders of an incident/emergency at the West Jefferson North site, one person listed under Building Manager/Others on the Emergency Responder Call List (DDO-096) must be notified by the West Jefferson Control Center and accompany the emergency responder to investigate the situation.

5.7.2 At the West Jefferson North site, the ECC Manager may decide to activate the ECC in response to actual or impending emergency conditions. When the ECC is activated, the Battelle Emergency Director or alternate must be notified.

5.7.3 If notification to public sector agencies is made, the notification will include a request of receipt confirmation; notification is not to be conveyed by telephone-answering devices.

5.8 Personal Pagers and Dispatch Units

All personnel identified on the Emergency Responder Call List are issued personal pagers or cellular phones, having a group call function. Using the Internet or a phone, the group call function allows a message to be transmitted to all call list personnel at once.

6.0 FORMS

Each of the following forms is found in EP-IPs:

- DDO-096, BCLDP Emergency Responder Call List (EP-IP-003)
- DDO-097, BCLDP HAZMAT Responder Duty Roster (EP-IP-011)
- DDO-098, BCLDP Radiological Emergency Responder Duty Roster (EP-IP-014)

- DDO-332, Emergency Response Sign-In Sheet (EP-IP-006).